**Termly PEP process steps**

**Step 1 –** In the first 2 weeks of each new term Social Care Business Support send a finalised PDF copy of the previous term’s PEP and a blank Word copy of the PEP for the new term to the Designated Teacher/ Person for every child and young person who is currently looked after. (Please note, the PDF is generated from our Social Care Liquid Logic system and will differ from the Word version returned.)

**Step 2 –** Designated Teacher/Person speaks to all staff involved and the young person to gather the information needed to complete the PEP, including:

* SEND needs
* child’s voice
* attendance and an explanation of attendance below 95% and any unauthorised absences
* attainment
* how school feel the child is doing (using a trauma informed focus)
* review of previous SMART targets
* current SMART targets
* Pupil Premium Plus requests

**Step 3 –** The PEP form should be completed in full prior to the meeting with the exception of the meeting summary and actions section.

**Step 4 –** At the PEP meeting: school to share the PEP on screen through Teams where possible and go through all sections. The PEP lead from school then updates the PEP to reflect any discussions, adding in who attended the meeting and a meeting summary and any actions. A date for the PEP for the following term should always be set at the end of the meeting.

**Step 5 –** School to email an updated copy of the PEP following the meeting to Social Care Business Support **within 5 days** of the meeting, this is then passed to the relevant PEP Coordinator to be quality assured and for Pupil Premium Plus requests to be approved by the link Education Advisor. On approval, Pupil Premium Plus payments are then made at the end of each term.

**Covid-19 Restrictions:**The Social Worker will invite everyone to an online meeting via Microsoft Teams, **including the relevant team member from the Virtual School**. The Virtual School will focus on attending Transition PEP meetings for those children who will be starting or who have started a new setting/school, as well as complex cases.